UNITED
NATIONS

ST

Secretariat

ST/AI/384/Add.1
15 September 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: 1993 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES*

Addendum

1. The purpose of the present addendum to administrative instruction ST/AI/384 of 9 July 1993 is:

(a) To announce specific entrance criteria applicable to the occupational group of security;

(b) To request all candidates who have already applied or will apply to take the 1993 G to P examination AND WHO WISH TO TAKE THE SPECIAL LANGUAGE TEST to indicate the languages in which they wish to take the examination and the special language test.

2. Owing to the special technical nature of the occupation of security, staff members in the General Service and related categories, including the Field Service category up to and including the FS-5 level, must satisfy the following criteria:

(a) Have at least five years of experience as a Security Officer in the United Nations or five years of service in a post with functions directly related to United Nations security (short breaks in service may, however, be allowed at the discretion of the Central Examinations Board);

(b) Have a good working knowledge of English or French;

(c) Hold a first-level university degree; however, staff members who have five years' service with the Organization as of 31 December 1989 will be exempt from this requirement.

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* Personnel Manual index No. 4362.

3. In accordance with General Assembly resolution 37/235 D of 21 December 1982, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requisite proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section II of the general paper in either English or French. Alternatively, candidates may elect to take the whole written examination in a working language of a regional commission, other than English or French, and to sit for a special language test in either English or French. An application form is annexed to the present addendum for that purpose. In all cases the oral examination must be taken in either English or French.

4. Further information on this examination will be provided in an addendum to the present instruction at a later date. In the meantime, staff members are invited to apply to take the examination on the basis of the occupational groups announced in ST/AI/384 and the present instruction and in accordance with the eligibility requirements set forth therein.

Annex

(TO BE COMPLETED BY THOSE CANDIDATES WHO WISH TO TAKE THE SPECIAL LANGUAGE TEST)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____ Office _____

Room No. _____ Duty station _____

Country _____

Sex: F ☐ M ☐ Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA PROCESSING ☐ FINANCE ☐ SECURITY ☐ STATISTICS ☐

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) Oral part ☐

(Write language in full for each part of the examination in appropriate boxes.)

If you plan to write section 2 in a working language of a regional commission, other than English or French, please indicate in which of the working languages of the Secretariat you wish to take the special language test:

English ☐ French ☐

Main language (Mother tongue) _____

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (PhD., etc.) ☐